

NOTICE OF VACANCY

AUGUSTA, GEORGIA is presently in the process of recruiting for the position described below. Applications for the positions will be given and taken at the HUMAN RESOURCES DEPARTMENT on:

MONDAY - FRIDAY

9:00 A.M. - 4:00 P.M.

After the recruiting period is expired, the applications will be referred to the respective department.

JOB TITLE:	Code Enforcement Officer II
DEPARTMENT:	Public Works
SALARY:	\$25,103.00 Annually
BEGINNING DATE:	February 17, 2004
CLOSING DATE:	March 2, 2004

MINIMUM QUALIFICATIONS:

High School diploma, trade school, or equivalent level of education. 3-5 years in similar position or sufficient experience to perform principal duties and responsibilities, usually associated with completion of apprenticeship/internship. Considerable knowledge of road construction. Familiarity with County departmental policies and procedures and state construction and safety regulations. Proficiency in operating air compressor and jack hammer, pouring concrete, and laying asphalt. Good communication skills, both oral and written. Demonstrated ability to work independently. May supervise and/or train designated subordinate personnel. Possess or have ability to obtain a valid state operator/driver's license for the type vehicle or equipment operated.

MAJOR DUTIES:

Inspects and coordinates encroachment repair/installation and restoration of area. Enforces safety regulations and traffic flow. Locates and raises manholes overlaid with asphalt and ensures concrete and asphalt is replaced to secure manhole. Serves as resource to subordinate personnel.

ROOM 601 MUNICIPAL BUILDING

AUGUSTA, GA 30911

(706) 821-2306

We are an equal opportunity employer.

**We do not discriminate on the basis of race, religion,
color, sex, age national origin, or disability.**